

Welcome

**Year-end 2004
September 16, 2004**

Miami-Dade Finance Department

Year-end 2004

- **Important Dates**
 - Friday, September 17, 2004
 - Thursday, September 23, 2004
 - Monday, September 27, 2004
 - Thursday, September 30, 2004
 - Friday, October 1, 2004
 - Monday, October 5, 2004
 - Thursday, October 7, 2004
 - Monday, October 11, 2004
 - Friday, October 15, 2004
 - November 5, 2004

Miami-Dade Finance Department

Year-end 2004

September 17, 2004

- Last day to pre-order pork sandwich. Proceeds to benefit the United Way
 - (Martha Diaz, x 3781),
 - (Maggie Cabrera, x8802), and
 - (Dayami Laborde, x 5625)

Miami-Dade Finance Department

Year-end 2004

September 23, 2004

- Pork sandwich sale, Finance Department, 26th floor (break room) \$6, includes sandwich, 12oz can of soda, chips

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Year-end 2004

Monday, September 27, 2004

✖ Last day to submit Authorized Signature Forms
to Dania Timmons

– Last day to submit Petty Cash Forms to Jose
Fernandez

Miami-Dade Finance Department

Year-end 2004

Thursday, September 30, 2004

✓ Last day to create P.O. in 2004 fiscal period.

✓ Cash collections “cut-off”

▪ Cash on hand must be deposited by noon,
next day for 2004 fiscal year

▪ Cash collected after 09/30/2004 must be
in 2005 fiscal year.

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Year-end 2004

Friday, October 1, 2004

- ✖ 1st day of new fiscal period
 - ◆ All P.O.'s created must be in new fiscal period
- ✖ 1st Cut-off for Journal Entries and Accounts Payable for 1st Preliminary

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Year-end 2004

- Monday, October 5, 2004
 - Preliminary reports available

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Year-end 2004

- Thursday, October 7, 2004
 - ✗ Cut-off for Journal Entries
 - ✗ Cut-off for Accounts Payable
 - ✗ Last-day for interdepartmental billings

Miami-Dade Finance Department

Year-end 2004

- Monday, October 11, 2004
 - ✗ Reports are available for grant accountants
 - ✗ Deadline for Due From confirmations (entries not confirmed will be deleted)

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Year-end 2004

- Thursday, October 14, 2004
 - ✗ All grant journal entries must be received by the Finance Department at noon.

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Year-end 2004

- Friday, October 15, 2004
 - ✗ FAMIS will close at noon. Will not be available until Monday, October 18, 2004

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Year-end 2004

- Monday, November 8, 2004
 - ✖ Deadline for Trial Balances to be submitted to the Finance Department (Patrick Price).

Miami-Dade Finance Department

Year-end 2004 Discussion Items

- Deposits
- Accounts Payable
- On-Demand
- Construction Contracts
- Accounts Receivable (Due to \ Due From)
- Financial Statements
- Sub-Objects

Miami-Dade Finance Department

Year-end 2004

- **Deposits**
 - Bank Reconciliation
 - All bank reconciliation as of 9/30/04, must be received no later than November 1, 2004

Miami-Dade Finance Department

Year-end 2004

- **Deposits**
 - Cash collections must be “cut-off” at midnight on Thursday, September 30, 2004. This means that collections on hand at midnight, September 30, 2004 must be:
 - Deposited intact before 2:00 P.M. Friday, October 1, 2004, on a Deposit Receipt dated September 30, 2004.
 - Entered on a Report of Collection dated September 30, 2004, with fiscal period 12/2004.

Miami-Dade Finance Department

Year-end 2004

- **Deposits (continued)**

- The ROC's should be received by the Finance Department no later than Friday, October 1, 2004 for processing with fiscal month 12/2004. All collections received after midnight, September 30, 2004, must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2004 or later for processing with a month 01 documents, for the fiscal year 2005 beginning October 1, 2004.
- Departments using "RIMS" to process Report of Collections, must input September 30, 2004, deposits with fiscal period 12/2004 no later than Friday, October 1, 2004.

Miami-Dade Finance Department

Year-end 2004

- **Accounts Payable**

- **October 7, 2004 is the last day to process** invoices for goods and services received on or before September 30, 2004 for FYE 2003-04 budget year and must be received by the Finance Department - Accounts Payable Unit **no later than 12:00 noon Thursday, October 7, 2003.**

Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - Voucher will be posted in FY 2004 for all invoices received by 12:00 noon on October 7, 2004; otherwise, vouchers will be cancelled and will need to be re-processed in FYE 2004-05

Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - Approval Path documents need to be monitored on a daily basis. You need to start cleaning up screens PCHL9210 and PCHL9212 so that there are no documents left unapproved or in error at year-end.

Miami-Dade Finance Department

Year-end 2004

- **Accounts Payable (continued)**
 - **FORWARD INVOICES WITH VOUCHER NUMBER, BY THE NEXT BUSINESS DAY.** You have access to view all documents in Approval Path on OnDemand - A/P/APPR04 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level.

Miami-Dade Finance Department

Year-end 2004

FAMF/DA/AP/APPR/04PR - DOCUMENTS IN APPROVAL STATUS

[illegible]

Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - Please be certain that **all releases (POs) for prior year invoices are made prior to 9/30/04 (calendar)**, for you **will not** be able to process the corresponding FYE 2003-04 invoices for the prior fiscal year, dates of October 1, 2004 through October 7, 2004.

Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - For all Purchase Order Vouchers, the **invoice receipt date on PCHL 1500 is the key factor in differentiating between fiscal periods**. Please be certain that this input field properly **shows a date of 9/30/04 or prior** for all invoices pertaining to FYE 2003-04. Voucher Document Sequence assigned will be VAXX04.

Miami-Dade Finance Department

Year-end 2004

Page: 1 Document Name: untitled

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PCHL1500 V5.1          MIAMI-DADE COUNTY ADFICS 5.1          09/16/2004
LINK TO:                INVOICE HEADER ENTRY                10:30 AM
INVOICE SEQ :           DOC TYPE : IV INVOICE ALL : N (Y/N)
INVOICE NO/DESC :       /
ACTION INDICATOR : N    INTF TYPE : IV VOUCHER NO :
INVOICE DATE :          DTE IVC REC:          ALT ACCT:
PURCHASE ORDER NO :     NOTE PAD :          DEPT :
PO DOC BALANCE :        CR BAL :
PROPERTY ID :           IVC AMT:              NET:
VENDOR ID/SUFFIX :
DBA NAME :
ADDRESS :
CITY:                   ST: ZIP:              MATCH TYPE:
DISTRIBUTION METHOD: D   SINGLE CHECK: N      STATUS :
FREIGHT :               LIQ DAMAGES :
OTHER CHARGES :         F.O.B. POINT:
                        DISC TERMS :
                        REJECT CODE :
SFX INDEX              SUBOBJ  USERCODE  PROCT   PRJDTL GRANT  GRNTDTL
F1-HELP                F2-SELECT  F4-PRIOR  F5-NEXT
F8-VIEW SUM  F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

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Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - For all Direct Vouchers and Credit Memos, please be certain that the **effective date on screen PCHL 1800--vouchers OR PCHL 1700—credit memos is properly input (saved) as 9/30/04** for goods and services pertaining to FYE 2003-04.

Miami-Dade Finance Department

Year-end 2004

Page: 1 Document Name: untitled

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PCHL1800 V5.1          MIAMI-DADE COUNTY ADFICS 5.1          09/16/2004
LINK TO:                DIRECT VOUCHER HEADER ENTRY          10:27 AM
DIR VOUCHER ID:         DOC TYPE: DV          EFF DATE   :
ACTION IND   : N        DUE DATE:           INTF TYPE   : V1
SINGLE CHECK  : N        CHECK NO:           DOC REF NO   :
VEN INVOICE NO:         /
DEPARTMENT   : FN02     FINANCE CONTROLLER'S DIV    INVOICE DATE:
CONTACT      :                               INV RECPT DT:
TELEPHONE    :                               EXT:         NOTE : N
VOUCHER AMOUNT:                               STATUS:
VENDOR ID/SFX:                               CREATE:
DBA NAME     :                               UPDATE:
ADDRESS      : ADDRESS NOT ON FILE                POST  :
CITY         :                               ST:          ZIP:      CTRY:
DISCOUNT TERMS: NET                               TERM      :
DISTRIB METHOD: S        REJECT CODE:              CONTRACT ID :
SFX INDEX    SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDT G/L  SUB   PCT%
```

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F1-HELP      F2-SELECT      F4-PRIOR      F5-NEXT
F7-COPY      F8-SEL TERMS F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
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Miami-Dade Finance Department

Year-end 2004

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PCHL1700 V5.1          MIAMI-DADE COUNTY ADFICS 5.1          09/16/2004
LINK TO:                CREDIT MEMO HEADER ENTRY          10:32 AM
CREDIT MEMO ID :         DOC TYPE : CM          EFF DATE :
ACTION IND   : N        CM DATE :           INTF TYPE: PC
VOUCHER ID   :         CROT ALL : N (Y/N)
VEN CM NO   :         OPEN PO  : (Y/N)         PO ID   :
DEPARTMENT  : FN02     SINGLE CK:           CHECK NO :
CONTACT     :                               STATUS:
TELEPHONE   :                               EXT:         CREATE:
CM AMOUNT   :                               UPDATE:
VENDOR ID   :                               POST  :
ADDRESS     : ADDRESS NOT ON FILE                NOTE : N
CITY        :                               ST:          ZIP:      CTRY:
CM DESCRIPTION :                               REF VEN INV NO :
FREIGHT     :                               REJECT CODE :
OTHER CHARGES :                               PRINT      : N
DIST METHOD:                               DIST METHOD:
SFX INDEX    SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDTL
```

```
F1-HELP      F2-SELECT      F4-PRIOR      F5-NEXT
F8-SEL TERMS F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
```

Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - Departments will need to reenter canceled invoices and direct vouchers in Fiscal Year 05 and submit paperwork to Finance.

Miami-Dade Finance Department

Year-end 2004

- Accounts Payable (continued)
 - Dissaggregation of Payables

Miami-Dade Finance Department

- On-Demand
 - Inactive Encumbrance
 - FAMIS Document Awaiting Approval Report (Journal Entries, Report of Collection, Construction Vouchers)

Year-end 2004

[illegible]

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Year-end 2004

- Construction Contracts
 - ONLY FOR PAYMENTS PROCESSED IN FAMIS (including FAMIS approval path)
 - Vouchers for FY 04 will use prefix VX for normal payments and VE for emergency payments—through 10/07/2004
 - Vouchers for services rendered in FY 04, processed after 10/07/2004 will use prefix VY and will post in FY 2005

Miami-Dade Finance Department

Year-end 2004

- Accounts Receivable
 - Last day for interdepartmental charges is October 7, 2004.
 - GL accounts 126 and 131 will be blocked by Finance
 - Finance must receive confirmations of all receivables by October 11, 2004.
 - Disaggregation of Receivables

Miami-Dade Finance Department

Year-end 2004

- Financial Statements
 - Trial Balance Folders are due to Patrick the week of November 5, 2004.
 - Folders must include a completed trial balance (Balance Sheet and Income Statement); Copy of FAMIS reports for month 12—Trial Balance, Revenues and Expenditures, and Function; a summary of all journal entries by transaction code and affected GL; original—on pink paper and copy of journal entry.

Miami-Dade Finance Department

Year-end 2004

- Sub-Objects
 - Capital Assets costing less than \$1,000 the new Sub-Objects are:
 - 47031-OFFICE EQUIP LESS THAN \$1,000
 - 47032-OTHER MINOR EQUIP LESS THAN \$1,000
 - 47033-FURNITURE LESS THAN \$1,000
 - 47034-EDP SOFTWARE PACKAGE LESS THAN \$1,000

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Year-end 2004

- Sub-Objects

- Capital Assets costing less than \$750 old Sub-Objects are: These will be closed. Must use new ones for all new P.O.'s. The new state threshold is \$1,000.

- 47020-OFFICE EQUIP LESS THAN \$750
- 47021-OTHER MINOR EQUIP LESS THAN \$750
- 47022-FURNITURE LESS THAN \$750
- 47030-EDP SOFTWARE PACKAGE LESS THAN \$750

Miami-Dade Finance Department

Year-end 2004

- Sub-Objects (continued)

- For capital assets costing \$5,000 or more

- (GASB 34 Financial Reporting Thresholds)

- | | |
|-------|---|
| 95510 | OFFICE FURNITURE & EQUIPMENT > 5000.00 |
| 95511 | FURN & EQUIP OTHER THAN OFFICE > 5000.0 |
| 95520 | PERSONAL COMPUTER > 5000.00 |
| 95521 | COMPUTER EQUIP. OTHER THAN PC > 5000.00 |
| 95522 | TELEPHONE EQUIPMENT > 5000.00 |
| 95523 | SOFTWARE PACKAGES > 5000.00 |
| 95524 | COMPUTER SYSTEMS - TURN-KEY > 5000.00 |
| 95525 | COPIERS > 5000.00 |
| 95530 | SPECIAL EQUIPMENT > 5000.00 |
| 95532 | RADIO EQUIPMENT > 5000.00 |
| 95535 | GARAGE EQUIPMENT > 5000.00 |
| 95536 | SHOP EQUIPMENT > 5000.00 |
| 95537 | AIR CONDITIONING UNITS > 5000.00 |
| 95541 | OTHER MACH,EQUIP,FURN, > 5000.00 |
| 95542 | OTHER CAPITALIZABLE ITEMS > 5000.00 |

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